



Policy: 4064
Procedure: 4064.01
Chapter: Secure Facilities
Rule: Exclusion

Effective: 04/24/2006
Replaces: 4064.01
Dated: 06/15/2005

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) is committed to employing a range of behavior management techniques to provide a safe and therapeutic environment and to teach juveniles pro-social decision making and problem solving skills. Exclusion, the brief removal of a juvenile from regular programming and contact with other juveniles, is intended to provide a juvenile with time and space in which to practice appropriate problem solving or a brief cool down period prior to processing a decision with employees. When requested by a juvenile, self exclusion in the form of quiet time may be awarded by the Multidisciplinary Team (MDT).

Rules:

1. **Criteria For Exclusion:** **DIRECT CARE EMPLOYEES** shall place a juvenile on exclusion when:
 - a. A **DIRECT CARE EMPLOYEE** determines a juvenile requires an environment that is less stimulating or separate from other juveniles as:
 - i. A cooling off period to avoid crisis; and/or
 - ii. To practice problem solving.
 - b. A **JUVENILE** requests exclusion in an effort to practice self-restraint or problem solving skills and employees determine the request:
 - i. Reflects a genuine effort by the juvenile to exercise self-restraint and avoid a crisis; and
 - ii. Is not an attempt by the juvenile to avoid programming;
 - c. The **HOUSING UNIT MULTI-DISCIPLINARY TEAM (MDT)** grants a juvenile up to 60 minutes of quiet time exclusion away from employees and other juveniles as a reward for good behavior.
2. **Prohibiting Juveniles From Exclusion:**
 - a. The **HOUSING UNIT MDT** may prohibit the use of exclusion for specific juveniles when:
 - i. The juvenile is believed to be at an elevated risk for suicide or self-harm;
 - ii. The juvenile is on a behavior contract which prohibits the use of exclusion; or
 - iii. In their professional judgment the MDT members believe the use of exclusion would be counterproductive for a specific juvenile.
 - b. Immediately after the Housing Unit MDT has prohibited a juvenile from exclusion the **HOUSING UNIT MANAGER** shall ensure the effective date and duration of the prohibition is recorded on the current Form 4064.01A Juveniles Prohibited From Exclusion.
 - c. At the start of each day **THIRD SHIFT DIRECT CARE EMPLOYEES** shall:
 - i. Working from the previous day's form, make a new Form 4064.01A Juveniles Prohibited From Exclusion for the current day noting:
 - (1) Additions;
 - (2) Removals; and
 - (3) Changes in duration.
 - ii. Post the current Form 4064.01A Juveniles Prohibited From Exclusion in the housing unit exclusion binder.
 - d. **DIRECT CARE EMPLOYEES** shall:
 - i. Not place a juvenile on exclusion who is:
 - (1) Currently on close observation; or
 - (2) Believed to be at an elevated risk for suicide or self-harm.
 - ii. Follow the guidelines of Procedure 4250.01 Suicide Prevention Procedure for juveniles believed to be an elevated risk for suicide or self harm;

- iii. Record the names of all juveniles believed to be at an elevated risk for suicide or self-harm on Form 4064.01A Juveniles Prohibited From Exclusion as soon as the determination is made.

3. **Placing Juveniles On Exclusion:**

- a. **DIRECT CARE EMPLOYEES** shall not:
 - i. Use exclusion for convenience of employees, which includes placing juveniles in their rooms for more than 15 minutes for:
 - (1) Shift change;
 - (2) Transition;
 - (3) MDT meetings;
 - (4) Unit cleaning; or
 - (5) Hygiene time.
 - ii. Place a juvenile on exclusion for more than one consecutive hour.
 - (1) If, after one consecutive hour the juvenile remains too agitated to return to normal programming, **DIRECT CARE EMPLOYEES** shall:
 - (a) Write an incident report; and
 - (b) Refer the juvenile to Separation.
- b. When placing a juvenile on employee initiated or juvenile initiated exclusion, **DIRECT CARE EMPLOYEES** shall:
 - i. Immediately record in the unit log the:
 - (1) Juvenile's name;
 - (2) Reason for the exclusion; and
 - (3) Time and date the exclusion was started.
 - ii. After 15 minutes of exclusion, begin Form 4250B Suicide Prevention Time Sheet;
 - (1) Check the "Exclusion" box;
 - (2) Record the reason(s) for the exclusion and attempted interventions in the Special Instructions section; and
 - (3) Record the time the juvenile was placed in exclusion on the "Time/Date Began" line.
 - iii. Continuously, directly observe the juvenile at staggered intervals of no more than 15 minutes, noting this observation on Form 4250B Suicide Prevention Time Sheet;
 - iv. As soon a juvenile on exclusion is calm, **DIRECT CARE EMPLOYEES** shall:
 - (1) Conduct a Life Space Interview (LSI) Form 4061.01A to:
 - (a) Help the juvenile process the incident which led to the exclusion; and
 - (b) Learn other problem solving or coping skills.
 - (2) Attach the Form 4061.01A LSI Form to the Form 4250B Suicide Prevention Time Sheet.
- c. When granting a juvenile quiet time exclusion as a reward, the **HOUSING UNIT MDT** shall:
 - i. Award the quiet time exclusion during the weekly MDT meeting;
 - ii. In the comments section of Form 4321.01B MDT Monthly Staffing Update specify the:
 - (1) Date;
 - (2) Time;
 - (3) Duration; and
 - (4) Location.
 - iii. Ensure the quiet time exclusion:
 - (1) Can be staffed and supervised;
 - (2) Is assigned during non-treatment programming hours, such as responsibility time; and
 - (3) Occurs in:
 - (a) A designated area away from other juveniles; or
 - (b) The juvenile's room.
 - iv. **DIRECT CARE EMPLOYEES** shall:
 - (1) Not complete an LSI for quiet time exclusion;
 - (2) When exclusion begins, record in the unit log book the:

Page 3 of 3

- #### 4. Removing A Juvenile From Exclusion:

- 5. Supervision And Forms Retention:**

- [illegible]